



**Small Quantity and Conditionally Exempt Generators Inspection Checklist**  
NORTH DAKOTA DEPARTMENT OF HEALTH - DIVISION OF WASTE MANAGEMENT  
HAZARDOUS WASTE PROGRAM  
Rev. 02/05

Facility Name:		Facility Address:	
EPA ID Number:		Telephone Number:	
Facility Contact:		Title:	
Date of Notification:		Date of Last Inspection:	
Type of Notification: <span style="margin-left: 100px;">SQG</span> <span style="margin-left: 100px;">CESQG</span>			
Yes	No		
		Is sampling or photographic equipment required?	
		Is special safety or personal protection required?	
		Is a hazardous waste file maintained?	
Inspection Type:		(unannounced) (announced) (CEI) (Complaint) (Multimedia) (Other)_____	
Expected Waste Streams:			
<b>Pre-inspection Interview:</b>			
Time In:		Time Out:	
Date of Inspection:		Weather Conditions:	
Business Type:		Owner/Subsidiary of:	
Address:		Number of employees:	
Other comments:			
<b>Participants:</b>		<b>Position:</b>	
		NDDH Inspector	

This checklist includes Hazardous Waste requirements found in Article 33-24 NDAC. It is not an inclusive checklist of all requirements for hazardous waste generators. The applicable chapter and subsection are referenced after each item.

### CESQG Checklist

Yes	No	
		1. Has the generator determined if his waste is hazardous? (03-02)
		2. Does the generator generate 1 kg of acute hazardous waste or 100 kg or residue or contaminated soil, waste or other debris? (02-05.5) (Note: If so, they are fully regulated.)
		3. <b>Are quantities accumulated within the limits:</b> < 1,000 kg (>1,000 kg they are fully regulated) (02-05.7.b)
		4. Is the waste sent to a permitted municipal waste landfill, industrial waste landfill or TSDR facility? (02-05.7.c)
		5. Does the generator mix his characteristic hazardous waste with nonhazardous waste? If the mixture meets any of the characteristics of hazardous waste then it is fully regulated. (02-05.8)
		6. Does the generator mix his listed hazardous waste with solid waste? If so the mixture it is fully regulated. (02-05.9)
		7. Does the generator mix his hazardous waste with used oil? If so the mixture is subject to sections 33-24-05-600 through 689. (02-10 & 05-610.2.c)

Comments:

### Used Oil Checklist

Yes	No	
		1. Is the facility storing used oil in: <u>Tank:</u> _____ Aboveground _____ Underground _____ Size: _____ Gallons <u>Container:</u> Size and Number _____
		2. Are containers in good condition and not leaking? (05-622.2.)
		3. Are the containers labeled or clearly marked "Used Oil"? (05-622.3.a.) If it is an underground tank, are the fill pipes labeled? (05-622.3.b.)
		4. Is there secondary containment? (05-622.1.a, 05-94 & 05-106)
		5. Does the facility have a used oil space heater? Number: _____
		6. Is the used oil shipped offsite? Used Oil Jobber: _____

Comments:

SQG Checklist		
General Facility Checklist		
Yes	No	
		1. Has the generator identified the waste streams and determined which wastes are hazardous? (03-02)  <u>List waste streams:</u>        <div> <div>Equipment</div> <div>Y/N</div> <div># of units</div> <div>Size</div> <div>Service Cycle</div> </div> Parts Washers Carb/Brake Washer Hot Water Washer Oil/Water Separator Distillation Unit Paint Gun Cleaners
		2. Are biennial reports maintained for at least three years from the due date (3/1/even yr)? (03-13.2.)
		3. Does the generator have copies of waste analysis, test results, or other determination for the last three years since TSDF verification? (03-13.3.)
		4. Does the generator store their waste in tanks? (If so there are additional requirements for them) (05-114)
Manifests and Land Disposal Restrictions Checklist		
Yes	No	
		1. Have wastes been shipped offsite?
		2. Are the manifests properly completed? (03-04 & Appendix I)
		3. Are the manifests properly signed? (03-07 & Appendix I)
		4. Descriptions on manifest similar to waste stream description? (03 Appendix I)
		5. Are copies of manifests maintained for at least 3 years for wastes shipped offsite? (03-13.1.)
		6. Have wastes been received from offsite and are copies of manifests maintained for at least 3 years for wastes received from offsite? (03-13.1.)
		7. Have any manifests not been returned from the TSDF during the last year and were they reported to the NDDH? (03-15.3)
		8. Have waste been exported to or imported from a foreign country? (03-17 & 03-30)

Manifests and Land Disposal Restrictions Checklist					
Yes	No				
		9. Does the generator have a contractual agreement to remove solvent wastes? Is a copy maintained for 3 years? (03-04.5.b.) (Note to inspectors: If the facility has a reclamation agreement with a solvent recycling company to recycle and return solvents, a manifest for each shipment is not required.)			
		10. Is a one-time written LDR notification present for the waste stream(s)? (05-256) (Note to Inspectors: No further notification is necessary until the waste or the TSDR change.)			
		11. Does the LDR notification indicate appropriate treatment standards? (05-256)			
		12. Are waste codes on LDR the same as the manifests? (05-256)			
		13. Are LDRs maintained for 3 years after TSD verification? (05-256.1.h.)			
Comments:					
Contingency and Training Checklist					
Yes	No				
		1. Designation of emergency coordinator(s)? (03-12.4.e.1. & .4.)			
		2. Are employees familiar with proper waste handling and emergency response procedures? (03-12.4.e.3.)			
Comments:					
Accumulation Area Checklist					
Yes	No				
		1. Is emergency response information posted near the phone? (03-12.4.e.2.)			
		2. <b>Are quantities accumulated within the limits:</b> Time less than 180 (270 days if 200 miles plus)? (03-12.5.) Maximum accumulation limit of 6000 kg? (03-12.4.a.)			
		3. Are inspections conducted weekly for leaking or deteriorating containers and is a logbook or weekly inspections maintained? (05-93)			
Accumulation Storage Area					
Waste Type	Waste Amount	Container Dated Y/N	Label Marked Y/N	Closed Container Y/N	Good Condition Y/N

Satellite Accumulation Area Checklist		
Yes	No	
		1. Is there less than 55 gallons or 1 quart of acute waste per waste stream present? (03-12.3)
		2. Is the container at or near the point of generation and under the control of the operator? (03-12.3)
		3. Is the container marked/labeled as hazardous waste or the contents otherwise identified? (03-12.3.b.)
		4. Is the container closed? (05-92)
Location:		
Wastes:		

  

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		2. Are containers in good condition and not leaking? (05-622.2.)
		3. Are the containers labeled or clearly marked "Used Oil"? (05-622.3.a.) If it is an underground tank, are the fill pipes labeled? (05-622.3.b.)
		4. Has listed hazardous waste been mixed with used oil? If so the mixture can not be managed as a used oil. (05-610.2.a.(1))
		5. Is there secondary containment? (05-622.1.a, 05-94 & 05-106)
		6. Does the facility have a used oil space heater? Number: _____
		7. Is the used oil shipped offsite? Used Oil Jobber: _____
Comments:		
Universal Waste Checklist		
Yes	No	
		1. Is the facility managing universal wastes? (05-701)
		2. Batteries: is each battery or the container labeled "Universal Waste-Battery(ies)", "Waste Battery(ies)" or "Used Battery(ies)"? (05-714.1.)
		3. Mercury containing devices: is each device or container labeled "Universal Waste-Mercury Containing Device(s)", "Waste Mercury Containing Device(s) " or "Used Mercury Containing Device(s)"? (05-714.4.)
		4. Lamps: is each lamp or a container or package labeled "Universal Waste-Lamp(s)", "Waste Lamp(s)" or "Used Lamp(s)"? (05-714.5.)
		5. Can the handler prove that the universal wastes are stored less than one year? (05-715.1.)
		6. Have the employees who handle the waste been informed of the proper handling and emergency procedures appropriate for the type or types of universal waste handled at the facility? (05-716)
Comments:		
Additional Recycling		
Yes	No	
		Paper products? Recycler: _____
		Metal? Recycler: _____

**Additional Comments:**

**Post-inspection review:**

**Conduct** exit interview with facility contact. The interview should include observations made during the inspections, and recommendations on these observations. List questions raised during the inspection. Discuss all obvious violations of the rules.

**State** overall compliance status will be determined after reviewing inspection results with supervisors and the issuance of an inspection report.

**Issue** a Notice of Inspection form.

**Do not** discuss potential civil or criminal actions.